

# INTER-OFFICE MEMORANDUM

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## Office of Accounts and Control

**TO:** Chief Financial Officers  
State Departments and Agencies

**DATE:** October 7, 2002

**FROM:** Lawrence C. Franklin, Jr., State Controller

**SUBJECT: REVISED FIXED ASSET FORM**

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The **Fixed Asset Supplement To Form A-12** (Form SFA-12) has been renamed and revised.

The new name of the form is now "**Capital Asset Acquisition Report**" (Form SFA-12).

This form has been revised to require the reporting of the RI-SAIL vendor number and a box to indicate the date the associated RI-SAIL transaction (if applicable) is paid has been added to the form.

The new form can be downloaded from the Controller's Office Forms web page. Please use the new form as soon as possible. The Accounts Payable Section of the Office of Accounts and Control will not accept the old forms after November 1, 2002.

Please contact Lydia Charron at 401-222-4800 or [LydiaC@gw.doa.state.ri.us](mailto:LydiaC@gw.doa.state.ri.us). or Amy Holobowicz at 401-222-4802 or [AmyH@gw.doa.state.ri.us](mailto:AmyH@gw.doa.state.ri.us) with any questions concerning this subject matter.

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CFO:03-24

